

U.S. Department
of Transportation

**United States
Coast Guard**



Commandant (G-CMA)
United States Coast Guard

2100 2ND ST., SW
Washington, DC 20593-0001
(202) 267-2631

COMDTINST M5600.6A

20 JUN 1986

COMMANDANT INSTRUCTION M5600.6A

Subj: Policy and Procedures: Printing, Duplicating, Copying

1. PURPOSE. This manual establishes policy and prescribes standards and procedures for publishing activities including editing, printing, duplicating, copying, and binding.
2. DIRECTIVES AFFECTED. COMDTINST M5600.6 is cancelled.
3. ACTION. Area and district commanders, commanders of MLCs, and unit commanding officers shall ensure that the provisions of this manual are followed.
4. REPORTS AND FORMS. Reports required in this manual are listed in Chapter 4. All forms required for submitting these reports are enclosures and may be reproduced locally.
5. CHANGES. Recommendations, comments, additional information and suggestions for improving this manual should be directed to Commandant (G-TPS).

/s/

CLYDE T. LUSK, JR.

Chief of Staff

RECORD OF CHANGES

[illegible]



COMDTINST 5600

8 DEC 1988

COMMANDANT NOTICE 5600

CANCELLED:

7 JUN 1989

Subj: CH-1 to COMDTINST M5600.6A, Printing, Duplicating & Copying

1. **PURPOSE.** This notice provides changes to COMDTINST M5600.6A.
2. **SUMMARY OF CHANGES.** Significant changes are in a new paragraph 4.F., a report requirement for DOT/JCP Printing Plan is added along with DOT/JCP Forms 1 through 4 in a new Enclosure (9).
3. **ACTION.** Submit DOT/JCP Printing Plan report by 28 December 1988.
 - a. Make the following pen and ink changes to subject manual:
 - (1) On transmittal, change the phone number in the upper right to read "(202) 267-2631" and add ", commanders of MLCs," after district commanders in paragraph 3, line 1.
 - (2) Change staff symbol G-CMA to "G-TIS" throughout manual:
 - (a) On transmittal, paragraph 5, line 3.
 - (b) On page 2-3, paragraph 2.B.4.b., line 8.
 - (c) On page 3-3, paragraph 3.K., line 6.
 - (d) On page 3-4, paragraph 3.L.3., line 7.
 - (e) On page 3-4, paragraph 3.P., last line.
 - (f) On page 3-5, paragraph 3.Q.3.a., line 4.

- b. Remove and insert the following pages:

Remove

Pages i & ii

Pages 4-1 & 4-2

Insert

Pages i & ii, CH-1

Pages 4-1 to 4-4, CH-1

Enclosure (9), Ch-1

/s/

H. G. FLETCHER, JR.

Acting Chief, Office of Command, Control
and Communications

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 - (5) JCP Form 5, Annual Plant Inventories
 - (6) Stored Equipment
 - (7) Excess Equipment Disposal
 - (8) DOT Form F 1710.6,. DOT Duplicating/Copying Equipment Inventory
 - (9) DOT/JCP Forms:
 - 1 - Printing/Publishing Production Projections
 - 2 - New Equipment Acquisitions
 - 3 - New Technology Applications
 - 4 - Projected Printing/Duplicating

CHAPTER 1. GENERAL

A. Policy.

1. The policy of the Coast Guard is to:
 - a. Publish such materials as necessary to comply with legislative or regulatory requirements imposed on it.
 - b. Ensure that all printing and duplicating produced for the Coast Guard is limited to the work which the Coast Guard is authorized by law to undertake, and that it does not contain matter which is unnecessary in the transaction of Coast Guard business.
 - c. Ensure that publications and directives present their matter clearly to the intended user and are planned and produced against standards of strict economy.
 - d. Limit distribution of all printed matter strictly to those who have a need for the information.

B. Background.

1. Publishing. Section 4 (a) of the Department of Transportation (DOT) Act provides that the Secretary of Transportation shall "promote and undertake development, collection and dissemination of technological, statistical, economic and other information relevant to domestic and international transportation." The primary means for the dissemination phase of this function is publishing.
2. Printing Costs. Printing is a costly commodity, subject to rigid controls and continued scrutiny by Congress, the Office of Management and Budget (OMB), the General Accounting Office (GAO) and the Government Printing Office (GPO). The cost of printing is unnecessarily increased whenever there is a lack of planning, inadequate editing, elaborate format, author's alterations to proofs or failure to take advantage of production economies.
3. Management of the Printing Program. In its regulations, the Congressional Joint Committee on Printing:
 - a. directs the heads of departments to supervise a central printing and publications management organization. This organization conducts a coordinated program which controls the development of material to be produced, procured, or distributed through the use of conventional printing and binding methods or through the use of multiple copy microform methods, and

- 1.B.3. b. directs that the central printing and publication management organization maintain equal responsibility and control of duplicating equipment and automatic copy processing or copier-duplicating machines.

C. Definitions of Terms. For purposes of this manual, the following definitions apply:

1. PRINTING MANAGEMENT ORGANIZATIONS are those organizational entities' authorized to provide printing and distribution services (e.g., authorized Coast Guard printing plants in the field are in district offices, primarily).
2. PRINTING means the processes of composition, platemaking, presswork binding and microform; the equipment used in such processes and the items produced by such processes and equipment.
 - a. DEPARTMENTAL PRINTING means all "printing " which is for the use of Headquarters or for the general use in the Coast Guard regardless of the place of origin of such work.
 - b. FIELD PRINTING means all "printing" produced primarily for use in the geographical area of its origin.
 - c. CONTRACT FIELD PRINTING means all "field printing" procured from commercial sources.
3. AUTHORIZED PRINTING PLANT is an organizational entity to which approval has been granted by the JCP to perform printing.
4. CAMERA COPY is any image to be photographed for subsequent reproduction by printing or duplicating processes.
5. COMPOSITION includes typesetting or the preparation of final copy by any method used as a substitute for typesetting, when it is procured commercially or produced in an authorized printing plant, and is to be used in the production of printing.
6. COPY-PROCESSING (PHOTOCOPYING) is the production of material by diazo, electrostatic, heat and similar processes in the likeness of the original document using machines including, but not limited to: Ozalid, Apeco, Xerox, Thermofac, etc. (no endorsement intended or implied).

- 1.C. 7. DISTRIBUTION encompasses the development of a plan for the dissemination of printed and duplicated matter based on determination of requirements in terms of quantities and recipients and the subsequent effective execution of that plan, including provisions for initial distribution as well as back-up stock.
8. DUPLICATING means all work produced outside an authorized printing plant, by offset, spirit, or stencil processes on equipment with running areas not larger than 11" x 17" and which have a maximum image of 10 3/4" x 14 1/4". Provided that: No work is produced that exceeds 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages.
9. HOUSE ORGAN is any periodical in which the major portion of the contents consists of news items and articles concerning the activities of the Coast Guard and is intended primarily for use within the Coast Guard.
10. JOINT COMMITTEE ON PRINTING is a committee established by Title 44 of the U.S. Code and is comprised of members of the Senate and House of Representatives of the U.S. Congress. The Committee is empowered to issue regulations governing printing, binding, and distribution in the Federal Government. Paragraph 103 of Title 44, U.S. Code reflects the remedial powers of the Joint Committee on Printing: "The Joint Committee may use any measure it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications."
11. MAILING LIST is a file containing the names and addresses of individuals, organizations, foreign and local governments, etc., to whom printed and duplicated matter is sent on a recurring basis.
12. MANUSCRIPT COPY is a typewritten document submitted to a printing management organization for review, editing or composition.
13. MICROFORM means any product produced in miniaturized image format, but not including microfilming of administrative records, accounting reports or similar items.
14. MICROFORM DUPLICATING means the production of not more than 250 duplicates from original microform.
15. MICROFORM PRODUCTION UNIT means one roll of microfilm 100 feet in length or one microfiche.

- 1.C. 16. PERIODICAL is any publication issued twice or more in any 12-month period with a continuing policy as to format, specification, content and purpose.
17. PRODUCTION UNIT means one sheet, size 8 1/2" x 11", printed on one side, one color. Each additional color counts as an additional production unit.
18. PUBLICATION means information matter generated by or for the U.S. Coast Guard which is published as an individual document and which is stocked to be available upon request for all requestors. Public reports which meet this criterial are considered publications.
19. SIGNATURE is a printed sheet containing a multiple number of pages in increments of four, folded as one unit and forming a section of a book or pamphlet (e.g., 4, 8, 12, 16, etc.).

CHAPTER 2. PRIMARY RESPONSIBILITIES

- A. Heads of Printing Management Organizations, in conforming with Coast Guard publishing and printing policy, are responsible for:
1. the propriety and accuracy of matter to be printed, micropublished or duplicated;
 2. determining the necessity for printing, micropublishing, duplicating, and distribution;
 3. assuring that published material conforms with approved programs and policy;
 4. ensure that the content of all printed matter is cleared and coordinated internally and externally, as appropriate;
 5. ensuring compliance with external requirements such as Government Printing and Binding Regulations and OMB Circular A-3, and internal requirements such as applicable Department directives;
 6. providing all printing, micropublishing, duplicating, copying, and distribution services, and such review and editing services for publications and directives as are required to ensure appropriate clearance and coordination, and compliance with policies and standards;
 7. ensuring that services are provided in compliance with applicable laws, rules and regulations;
 8. providing technical advice and assistance to originating officials; and
 9. issuing such supplementary standards, procedures and guidelines as may be necessary.
- B. Decentralized printing, Duplicating and Copying. Paragraph 6 of the JCP Regulations (edition 24) requires that the head of each department determine where printing is to be requisitioned through a central printing and publications management organization. In the Department of Transportation, the central printing and publications management organization is the Publications Services Division, Office of Administrative Operations, Office of the Secretary.
1. Policies for Production and Procurement of Printing and Duplicating.

- 2.B.1. a. In-house Production. Printing or duplicating which is commercially procurable will not be produced by Department facilities. As general guidance, the JCP considers all printing and duplicating to be commercially procurable except classified materials and materials required in three (3) work days or less; in practice, the time factor may vary.
- b. Procurement from GPO Regional Printing Procurement Offices.
- (1) Enclosure (1) shows the boundaries of the Federal Printing Regions, and lists the GPO Regional Printing Procurement Offices (RPPO). Such offices have not been established outside the forty-eight contiguous states.
- (2) Except as provided in paragraph B.3. below, ALL printing and duplicating determined to be commercially procurable will be requisitioned from the appropriate GPO-RPPO.
- c. Procedures for requisitioning are published by the GPO and are forwarded to all Coast Guard field units responsible for providing printing and duplicating services.
- d. Requisitions will be submitted through the Coast Guard unit responsible for providing printing and duplicating service in the area where the need originates. That organization will requisition the work from the GPO regional office in its area OR in the area of the point of distribution, whichever appears to be more beneficial.
2. Procurement from other Government Agencies.
- a. Printing or duplicating which is NOT commercially procurable may be procured from other Government agencies in the local area.
- b. Outside the forty-eight contiguous states, ANY authorized printing may be procured from other Government agencies.
3. Procurement from Commercial Contractors.
- a. Printing and duplicating may be procured directly from commercial contractors upon the issuance of a waiver from a GPO-RPPO.

- 2.B.3. b. Outside the forty-eight contiguous states, printing and duplicating may be procured directly from commercial contractors. A waiver will be required when the GPO establishes a GPO-RPPO for the Federal Printing Region in which the contractor is located.
- c. All direct procurement from commercial contractors must be reported on JCP Form No. 2, "Commercial Printing Report," in accordance with the instruction on the form. (See enclosure 3.)

4. Authorizing the Acquisition, Relocation or Disposal of Equipment.

- a. Printing Equipment. To ensure compliance with the regulations of the JCP, all transactions involving the purchase, rental, exchange, relocation or disposal of printing equipment, wherever located, require prior approval of the Publications Services Division. This includes all equipment for use in authorized printing plants and auxiliary equipment for use with duplicators, or copying equipment. (Auxiliary equipment includes composing machine, process camera, folder, collator, cutter, drill or other production equipment.) Forward requests via chain of command to Commandant (G-CMA).
- b. Duplicating and Copying Equipment in the Field. Area and district commanders are authorized to acquire, transfer or dispose of offset, spirit stencil duplicators, and copying equipment for use in the field, except for authorized printing plants. Requests from authorized printing plants should be forwarded through channels to Commandant (G-IFS) for coordination with the Publications Services Division.
- c. Requests for Acquisition of Equipment. All requests for acquisition or leasing of printing equipment shall include a complete justification. The justification shall cover the following:
- (1) the intended use of the equipment;
 - (2) volume of work to be produced;
 - (3) cost of the equipment requested;
 - (4) any alternative equipment considered and reasons for selecting the requested equipment over other competitive makes and models;
 - (5) alternative supply source and reason for selection.

CHAPTER 3. REGULATIONS, STANDARDS AND PROCEDURES

A. General Information.

1. No USCG printing or duplicating facility is authorized to reproduce materials for:
 - a. Non-appropriated funds activities (e.g., Officers' Clubs, Exchanges, CPO/EM Clubs, etc.);
 - b. CG Credit Unions
 - c. Wives Clubs
 - d. Golf Clubs
 - e. Toastmasters/toastmistress' clubs
 - f. Calling cards of any kind.
2. Printing of the following may be performed in printing or duplicating facilities, upon request. However, no printing of this nature will interfere with normal scheduling of mission oriented materials.
 - a. Change of command invitations and programs;
 - b. Retirement ceremonies ONLY WHEN PART OF A CHANGE OF COMMAND CEREMONY.
 - b. Local periodicals and "Welcome Aboard" type pamphlets.

B. Advertisements. No printed matter produced by or at the direction of the Department of Transportation or Coast Guard shall contain any advertisement for any private individual, firm, or corporation; or contain any material which implies in any manner that the Government endorses or favors any specific commercial product, commodity or service.

C. Camera Copy. Camera copy and illustrations shall not be procured commercially. All requests should be sent through the local printing management organizations.

D. Color Printing.

1. Printing in two or more colors or the use of illustrations is prohibited unless they are functional and essential to a clear understanding of the subject matter. Color printing will not be used for decorative purposes. The following categories are examples of color work that may be justified:

- 3.D.1.
 - a. maps and technical diagrams where color is necessary for clarity;
 - b. food and medical disease identification;
 - c. competitive areas of personnel recruiting; and
 - d. safety promotion and fire prevention.
- 2. Printing in two or more colors must be approved by heads of printing management organizations.
- E. Illustrations are to be used in Coast Guard printed matter only when they:
 - 1. relate directly to the subject matter and are necessary to explain the text; and
 - 2. do not serve to aggrandize an individual.
- F. Copyright. When copyrighted material is to be incorporated in whole or in part, in any matter to be printed or duplicated or reproduced by or for the Coast Guard, written permission must be obtained from the copyright owner. This must be done by the unit requesting reproduction of the material. A copy of the permission must accompany the request for reproduction.
- G. Credit Lines.
 - 1. Courtesy or credit lines are permissible for uncopyrighted materials contributed or loaned by non-government activities. Such credit lines must be set in the smallest practicable typeface so that they are subordinate both to text and illustrations. No credit shall be given when uncopyrighted materials have been purchased by the Government.
 - 2. When all uncopyrighted materials have come from a single non-government source, credit shall be given in an undisplayed preliminary paragraph instead of being repeated on an individual basis.
 - 3. No credit lines shall be permitted for any designer, typographer or layout artist. Also, no credit line shall be permitted for the sole purpose of giving credit to any author or Coast Guard employee except in-house organs and similar type publications.

- 3.H. Free Distribution. No person connected with the Coast Guard shall furnish without prior JCP authorization any publications, directive, manual, report, etc., free to any private individual or organization in lots exceeding 50 copies or the cost of which is greater than one hundred dollars (\$100). This restriction includes the free distribution in bulk on any material to private individuals or organizations for redistribution to names on their mailing lists, unless the initiative for this distribution is taken by the Coast Guard.
- I. Identification of Publications. All documents and publications printed at Coast Guard expense shall have printed thereon the words, "U.S. Department of Transportation," and/or the Department insignia, and "U.S. Coast Guard," the date of issuance and publications number. (specific guidance for cover format may be found in COMDTINST M5200.12, Graphic Standards for the U.S. Department of Transportation.)
- J. Mailing Lists. Mailing lists are the responsibility of the originator. The list shall be revised at least once a year to eliminate waste in funds caused by material being improperly addressed or mailed to persons no longer desiring it. This method of revision requires that persons receiving the publications indicate that they wish to continue receiving them. Failure to reply to a request shall automatically eliminate the addressee from the mailing list unless it is necessary for the conduct of official business. The use of titles on mailing lists in lieu of names, where possible, will reduce the costs of list maintenance.
- K. Paper Stock. Only those types, grades, weights and colors of paper included within the Government Paper Specification Standards issued by the JCP shall be procured or specified for the printing, duplicating and binding of Coast Guard Material. Exception may be authorized by JCP. Forward request through the chain of command to Commandant (G-TIS).
- L. Printing Requirements Resulting from Contracts and Grants. The inclusion of printing within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering and research, is prohibited unless authorized by the JCP. This restriction does not preclude:
1. Procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of the contract or grant;

- 3.L. 2. a requirement for the contractor or grantee to duplicate, as defined in paragraph 1.C., not more than 5,000 units of one page or 25,000 units in the aggregate of multiple pages;
3. a requirement for administrative printing e.g., forms and instructional materials, necessary to be used by a contractor or grantee responding to the terms of a contract or grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by Commandant (G-TIS). However, the printing of such material for the Government must be accomplished in accordance with applicable laws and regulations.
- M. Private or Commercial Work. No work of a private or commercial nature shall be done in any authorized printing or duplicating/copying unit of the Coast Guard even if the Government is reimbursed.
- N. Security. The planning, preparation, production, procurement, stocking, distribution, safeguarding and disposal of classified printed and duplicated matter shall be in accordance with established security regulations.
- O. Style. In most cases, the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), and the Coast Guard Directives System, COMDTINST M5215.6 (series) shall be the standard guides for preparation of copy for printing.
- P. Procedures for obtaining Services. Each printing management organization shall be responsible for promulgating procedures for obtaining services. The procedures shall contain the following information:
1. source of service;
 2. review point for obtaining service and certifying need;
 3. technical advisory services (e.g., format requirements, editorial services, composition, etc.);
 4. binding services available; and
 5. such other information deemed necessary.
- A copy of these procedures shall be forwarded to Commandant (G-TIS).

3.Q. Standards.

1. Binding. Only standard types of binding shall be specified or used unless the additional expense can be justified by the requesting office. Standard types of binding include saddle or side-stitched, pasted or perfect binding. Other types which generate additional costs include comb-binding and hard cover book binding. Printing management organizations, when defining procedures for obtaining binding, should list those methods available within their area.
2. Color in Publications. When use of two or more colors of ink (including black) is contemplated, the heads of printing management organizations shall be consulted during the initial planning stage. Approval shall not be granted unless the additional color(s) serve(s) a specific functional purpose. When it is agreed that the use of two or more colors is essential, the requesting official shall furnish the head of the printing management organization with a written justification. The justification shall be used as documentation and as a basis for obtaining any additional approvals required by the JCP.
3. Composition and Layout.
 - a. To the fullest extent practicable, part, chapter, section and other headings and related display matter shall be composed in the same family of type and by the same process as the text matter. Unless an exception is granted by Commandant (G-TIS) during the planning stage, maximum size for body text shall be 10-point type or equivalent, and wherever practicable, smaller type sizes shall be used. Leasing between lines shall not exceed 2 points (single space typing).
 - b. Blank pages shall be eliminated when possible, with due consideration for economies inherent in the use of signatures in printing production. Format and page make-up shall be planned to reduce blank spaces to a minimum. Unless an exception is granted, all printing and duplicating shall be done on both sides of each sheet. Bleed pages shall be designed in accordance with imposition requirements and final trim sizes.

- 3.Q. 4. Corrections and changes in copy and proofs. All manuscript copy or camera copy shall be carefully prepared, edited and reviewed before submission for composition and/or printing. When a manuscript has advanced to galley or page proofs, nonessential improvements in the language, form or expression, punctuation, etc., shall be avoided. Author's alterations in proofs shall be kept to a minimum as they are expensive and delay production.
5. Covers. Publications not exceeding 32 pages shall have self-covers of the same paper stock as the inside pages. Exceptions may be made such as when the publication is a part of a series. Separate covers may be authorized or used for publications consisting of more than 32 pages, however, self-covers shall be used on Coast Guard publications to the maximum extent practicable.
6. Forms and Appearance of Manuscript Copy. Copy submitted for composition shall be clear and legible. It shall be typed double spaced on only one side of the paper and shall not contain extensive additions or corrections. Paragraphs shall be completed on one page and the pages shall be numbered consecutively. Tabular matter shall be on separate sheets.
7. Illustrations. Illustrations for use in printed and duplicated matter shall be designed with full consideration as to end use and the final trim size of the page(s) on which they are to be displayed.

CHAPTER 4. REPORTS

- A. Responsibilities. Authorized printing management organizations in the field shall submit the required reports to Commandant (G-TIS).
- B. Required Reports.
1. JCP Form No. 1, Printing Plant Report (enclosure 2). A semi-annual report* summarizing all work done shall be made in triplicate on parts II and III, JCP Form No. 1, and forwarded not later than 30 days after the close of the first six (6) month period (October-March). The second six month report (April-September) shall include Part I, Cost Information, to cover the entire year and shall be forwarded to Commandant (G-TIS) not later than 1 November. Production Information reported at the close of the First six-month period shall not be repeated in the final report except that cumulative production unit totals shall be furnished in the space provided. RCS: G-TIS-1103-A.
 2. JCP Form No 2, Commercial Printing Report (enclosure 3). A semi-annual report*covering all transactions concerning composition, printing, binding and blank sheet and blank book work procured directly from commercial sources shall be forwarded to Commandant (G-TIS) in duplicate in accordance with the schedule in paragraph B.1., above. A separate report shall be prepared by each field unit responsible for providing printing and duplicating service. Negative reports are required. RCS: G-TIS-1103-B.
 3. JCP Form No. 3, Acquisition of Power Operated Collators for use in Facilities Other than Printing Plants (enclosure 4). A report is required in duplicate covering the acquisition of each power operated collating machine for any installation other than an authorized printing plant. This report shall be forwarded within | 15 days after acquisition. RCS: G-TIS-1103-C.
 4. JCP Form No. 5, Annual Plant Inventories (enclosure 5). An annual report is required in duplicate on all print- ing, binding and related or auxiliary equipment located in authorized printing plants. The report will show make, condition, age, serial number, model and size of equipment. The report shall be forwarded no later than | 1 November. RCS: G-TIS-1103-D.

*Ignore the instruction on the form which requires quarterly submission.

4.B.5. JCP Form No. 6, Stored Equipment (enclosure 6). An annual report is required in duplicate on all printing, binding, related or auxiliary equipment in storage in depots, warehouses, etc. The report will be forwarded | no later than 1 November. RCS: G-TIS-1103-E.

6. JCP Form No. 7, Excess Equipment Disposal (enclosure 7). A report is required in duplicate on all items which are disposed of from an authorized printing plant. The report will be forwarded no later than 15 days after | completion of the disposal action. RCS: G-TIS-1103-F.

C. Summary of JCP Reports. The following table is presented for convenience of reference:

<u>JCP Form No.</u>	<u>Title</u>	<u>Due</u>
1	Printing Plant Report	Semi-Annual
2	Commercial Printing Report	Semi-Annual
3	Acquisition of Power Operated Collators for Use in Other Than Authorized Printing Plant	Within 15 days after acquisition
5	Annual Plant Inventories	NLT 1 Nov.
6	Stored Equipment	NLT 1 Nov.
7	Excess Equipment Disposal	Within 15 days after disposal

D. Report on Transactions Involving Duplicating and Copying Equipment in the Field.

1. The JCP requires the central point of liaison in each Government department to maintain information on all of the department's duplicating and copying equipment.
2. Within 15 days following the end of the FY, commanders of MLCs and districts for all units under their administrative control, commanding officers of HO units, Commander, Activities Europe, and Commandant (G-CAS) for USCG Headquarters, shall forward to Commandant (G-TIS) a report listing and describing the offset duplicators and copiers currently on hand and any auxiliary equipment used with this equip- ment. DOT Form 1710.6 (see enclosure 8) shall be used for this purpose. RCS: G-TIS-1103-G applies.

E. Supply of Report Forms. All forms for reports prescribed in this manual may be reproduced locally.

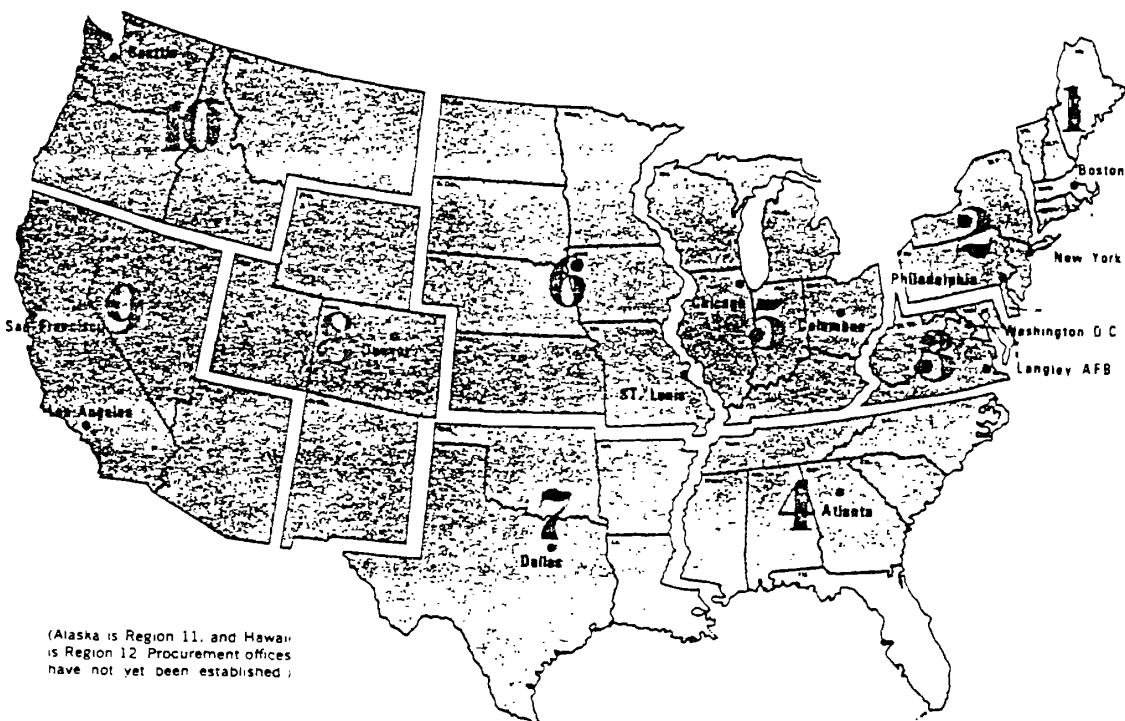
4.F. DOT/JCP Printing Plan.

1. Content. JCP requires DOT to submit a comprehensive Departmental printing plan annually. The report covers the past fiscal year and plans for the next two fiscal years and two additional out-years. Ensure projection estimates are consistent with previous year's report. Discrepancies between previously reported projections and actual FY data or new projections must be justified in writing along with annual report.
2. Submission. Within 75 days following the end of the fiscal year, commanders of MLCs and districts for all units under their administrative control, commanding officers of Headquarters units, Commander, Activities Europe and Commandant (G-CAS) for USCG Headquarters shall forward to Commandant (G-TIS) the appropriate DOT/JCP Forms 1-4. RCS: G-TIS-1103-H applies.
3. DOT/JCP Forms [see Encl. (9)]. Enter command title, city and state for "Site" and rank, rate or grade and name of person preparing report and their FTS phone number for "Contact" and "Phone FTS" on all forms.
 - a. Printing/Publishing Production Projections, DOT/JCP Form 1. Enter fiscal year numbers into columns as appropriate making the Plan FYs for the current and next fiscal years and the Out-Years FYs for the two fiscal years out from the next FY. For example, a report prepared in December 1988 would show Past FY 87, Plan FY 88 & 89 and Out-years FY 90 & 91.
 - (1) IN-House Printing/Duplicating Production Units: Enter sheets of paper used under Past FY and project estimate to the nearest 5,000 copies under Plan FYs and Out-Years.
 - (2) GPO/RPPO Activities Actual Jobs: Enter exact number of jobs sent through GPO or RPPO under Past FY and project estimate to the nearest 10 jobs under Plan FYs and Out-Years.
 - (3) Direct Commercial Procurement (JCP Form No.2) Actual Jobs: Enter exact number of jobs sent or estimate jobs projected to be sent for direct commercial procurement printing excluding those done on In-House equipment, at GPO/RPPO, under GPO/RPPO contract, at any other government activity (GSA, DOD, Navy, etc.) or under any other government activity's contract. Direct commercial procurements must also be reported on the semi-annual Commercial Printing Report (JCP Form No. 2) under RCS: G-TIS-1103-B.

- 4.F.3. a. (4) Other Government Activity Actual Jobs: If any, add a row beneath Direct Commercial Procurement row, enter activity name under Activity column and enter exact number of jobs sent or estimate jobs projected to be sent to any other government activity (GSA, DOD, Navy, etc.) or under any other government activity's contract.
- b. New Equipment Acquisitions, DOT/JCP Form 2. Use separate forms for current and next two fiscal years. Add fiscal year numbers after "Fiscal Year" at top of form. Enter new printing equipment projected to be acquired for units with printing or duplicating environments as defined under paragraphs 1.C.2. or 1.C.8. of this manual. Equipment must be requested from Commandant (G-TIS) via chain of command per 2.B.4.a. of this manual.
- c. New Technology Applications, DOT/JCP Form 3. Use separate forms for current and next two fiscal years. Add fiscal year numbers after "Fiscal Year" at top of form. Enter new technology applications (i.e., phototypesetters, laser printers, software, pagination terminals, optical digital disks, etc.) projected to be implemented or tested for units with printing or duplicating environments as defined under paragraphs 1.C.2. or 1.C.8. of this manual.
- d. Projected Printing/Duplicating, DOT/JCP Form 4. Enter fiscal year numbers into columns in the same manner as DOT/JCP Form 1. Enter number of jobs for each of the four publication categories under Past FY and project estimate to the nearest 10 jobs under Plan FYs and Out-Years. Total number of jobs for each fiscal year column must equal number of jobs reported on DOT/JCP Form 1.

GOVERNMENT PRINTING OFFICE REGIONAL PRINTING PROCUREMENT OFFICES

<p>Region 1</p> <p>U.S. Government Printing Office Regional Printing Procurement Office John W. McCormack Post Office and Court House Room 1100 Boston, Massachusetts 02109 Telephone: (617) 223-7665</p> <p>Region 2</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Federal Office Building #6 Coca Wyszelski Avenue Philadelphia, Pennsylvania 19114 Telephone: (215) 451-6801 or F.T.S. 438-5631</p> <p>Region 3</p> <p>U.S. Government Printing Office Regional Printing Procurement Office 201 Varick Street 5th Floor New York, New York 10011 Telephone: (212) 630-3321 F.T.S. 699-3321</p> <p>Region 4</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Building 720 W. Langley AFB, Virginia 23065 Telephone: (804) 827-2553 or F.T.S. 928-2553 HQS 165-2553</p> <p>Region 5</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Room 416 Atlanta, Georgia 30300 Telephone: (404) 699-4044-221-5198 F.T.S. 257-3661</p> <p>Region 6</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Room 1160 210 North 12th Street St. Louis, Missouri 63101 Telephone: (314) 622-4371 F.T.S. 270-4371</p> <p>Region 7</p> <p>U.S. Government Printing Office Regional Printing Procurement Office U.S. Courthouse and Federal Office Building 1109 Commerce Street Dallas, Texas 75202 Telephone: (214) 740-3111</p> <p>Region 8</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Denver Federal Center Building 53, Room H-1094 Denver, Colorado 80225 Telephone: (303) 231-2130</p> <p>Region 9</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Federal Office Building Room 2E26 Lawrenceville, California 94501 Telephone: (213) 630-0650 F.T.S. 900-0650</p> <p>Region 10</p> <p>U.S. Government Printing Office Regional Printing Procurement Office 1725 East Michigan Way South Seattle, Washington 98134 Telephone: (206) 764-3703 F.T.S. 300-3726</p> <p>Region 11</p> <p>U.S. Government Printing Office Regional Printing Procurement Office 410 South Canal Street Room 1051 Chicago, Illinois 60607 Telephone: (312) 353-3016</p> <p>Region 12</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Federal Building, Room 31 200 North High Street Columbus, Ohio 43215 Telephone: (614) 363-6861 F.T.S. 943-6861</p>	<p>U.S. Government Printing Office Regional Printing Procurement Office Federal Building, Room 31 200 North High Street Columbus, Ohio 43215 Telephone: (614) 363-6861 F.T.S. 943-6861</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Room 1160 210 North 12th Street St. Louis, Missouri 63101 Telephone: (314) 622-4371 F.T.S. 270-4371</p> <p>U.S. Government Printing Office Regional Printing Procurement Office U.S. Courthouse and Federal Office Building 1109 Commerce Street Dallas, Texas 75202 Telephone: (214) 740-3111</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Denver Federal Center Building 53, Room H-1094 Denver, Colorado 80225 Telephone: (303) 231-2130</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Federal Office Building Room 2E26 Lawrenceville, California 94501 Telephone: (213) 630-0650 F.T.S. 900-0650</p> <p>U.S. Government Printing Office Regional Printing Procurement Office 1725 East Michigan Way South Seattle, Washington 98134 Telephone: (206) 764-3703 F.T.S. 300-3726</p> <p>U.S. Government Printing Office Regional Printing Procurement Office 410 South Canal Street Room 1051 Chicago, Illinois 60607 Telephone: (312) 353-3016</p> <p>U.S. Government Printing Office Regional Printing Procurement Office Federal Building, Room 31 200 North High Street Columbus, Ohio 43215 Telephone: (614) 363-6861 F.T.S. 943-6861</p>
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(Alaska is Region 11, and Hawaii is Region 12 Procurement offices have not yet been established.)

PRINTING PLANT REPORT

JCF FORM NO. 1 (REV. 5-71)

Encl (2) to COMDTINST M5600.6A

Department heads submit two copies of this report. One copy is submitted on or within 30 days after the close of each of the first three fiscal quarters. The last fiscal quarter report shall be submitted on or before 15 September and shall be submitted not later than August 3.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT (STATE, CITY, AND STREET)	JCF AUTHORIZATION NO.	FOR PERIOD ENDED
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PART I.—COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING EXCEPT COMPOSITION (COL. A)	COMPOSITION ALL TYPES (COL. B)	OPERATIONS OTHER THAN PRINTING (COL. C)
Total salaries of all personnel including supervisory directly engaged in the operation of plant including overtime and annual and sick leave	0m0 cents	0m0 cents	0m0 cents
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period			
Depreciation of equipment (1% per month of original cost until fully depreciated)			
Amount spent for repairs and maintenance			
Allowance for space occupied (whether Government owned or rented, utilities, etc.) (14.5 cents per month per square foot of total space occupied)			
Amount spent for rental of equipment			
Total cost (Use col. A and B to compute and col. C 1,000 units)			
Total cost of printing including composition (col. A—col. B)			X X X X X

*Include in Column A cost of all else: camera work, negative work, imposition, platemaking, duplicating, presswork, setting, perforating, numbering, folding, collating, gathering, drilling, punching, stitching, sewing, inserting, taping, padding, trimming, mink, wrapping, and all other operations necessary to complete printing or binding product.

*Include in Column B cost of all composition produced by plant. *Include in Column C cost of all operations not involving printing (Col. A and composition (Col. B). Costs to be included in Column C will include, but not be restricted to, addressing, distribution, camera work, other than lithographic, photostating, oxalid, B/W, etc.

PART II.—PRODUCTION INFORMATION

	PRESSWORK	UNITS PER PRESS IMPRESSION	NUMBER OF PREPAGES IN EACH CATEGORY REPORTED	NUMBER OF STENCILS, MASTERS, PLATES, OR FORMS	TOTAL UNITS PRODUCED EXCLUDING OVERRUNS
		(COL. D)	(COL. E)	(COL. F)	(COL. G)
OFFSET (Includes lithograph, and offset)	11" x 17" or less, maximum image 10 1/2" x 14"	1			
	11" x 17" or less, tandem, maximum image 10 1/2" x 14"	2			
	11" x 17" image larger than 10 1/2" x 14"	2			
	14" x 20" and 15" x 18"	2			
	11" x 17" tandem, image larger than 10 1/2" x 14"	4			
	17" x 22" and 19" x 25"	4			
	22" x 28"	6			
	22" x 34"	8			
	23" x 36"	8			
	23" x 36" perfecting	16			
	34" x 44"	16			
	Other (specify)				
LETTERPRESS	Total units produced by offset this fiscal quarter	X X X	X X X X	X X X X X	
	Under 10 1/2" x 18"	1			
	Other (specify)				
	Total units produced by letterpress this fiscal quarter	X X X	X X X X	X X X X X	
	Total units produced in plant this fiscal quarter	X X X	X X X X	X X X X X	

NOTE: Complete this block only on last fiscal quarter report.

Total units produced in plant this fiscal year

Com per : 600 units (not cost of plant) excluding composition (part I, col. A) divided by total production units produced in the plant. Drop last 3 digits of G when some units cost per 1,000 units.

\$

PRINTED BY: Bureau of Engraving and Printing

DATE SUBMITTED

... of those jobs which exceed the quantity of production by press production unit size, as shown below

1. Unit(s) of those lots which exceed the quantity of product(s) 2. by press production unit size, as shown below		Unit Size**	Unit Size**
Production Unit Size	Production Units	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	1
Less than 4 units	25,200	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	2
4 units	50,400	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	3
8 units	100,800	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	4
16 units	240,000	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	5
Over 16 units	No listing required	11" x 17" or less (maximum image 10 1/2" x 14 1/4")	6
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	7
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	8
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	9
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	10
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	11
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	12
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	13
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	14
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	15
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	16
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	17
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	18
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	19
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	20
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	21
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	22
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	23
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	24
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	25
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	26
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	27
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	28
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	29
		11" x 17" or less (maximum image 10 1/2" x 14 1/4")	30

[illegible]

U.S. GOVERNMENT PRINTING OFFICE: 1955 O-64-571

Department headquarters shall submit this form to the Joint Committee on Printing within 30 days after acquisition of each power-operated solidating machine for any installation other than an authorized printing plant.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF INSTALLATION (State, City, Street, Building, and Room No.)

	NUMBER OF DUPLICATORS IN EACH CATEGORY REPORTED	NUMBER OF STENCILS MASTER, PLATES	TOTAL UNITS PRODUCED
Stencil duplicators			
Spint duplicators			
Cassette duplicators			
Total units produced	x x x x x x x x x x x x x x	x - x x x x x x x x x x x x	

	NUMBER OF DUPLICATORS IN EACH CATEGORY	NUMBER OF STENCILS, MASTERS, PLATES	TOTAL UNITS ANTICIPATED
General duplicators			
Spint duplicators			
Offset duplicators			
Total projected production	x x x x x x x x x x x x	x x x x x x x x x x x x	

List below all equipment (see par. 9 cols. 1, 2, and 3 of current Government Printing and Binding Regulations) now in installation.

[illegible]

SIGNATURE	OFFICIAL TITLE	DATE SUBMITTED
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*Condition: N=new E=excellent G=good F=fair P=poor U=unserviceable

OVER

JOBS PRODUCED DURING MOST RECENT 90-DAY PERIOD

CATEGORY OF JOBS TO BE COLLATED BY NUMBER OF SHEETS IN A SET	NUMBER OF JOBS IN THESE CATEGORIES				TOTAL NUMBER OF SHEETS IN CATEGORY	TOTAL NUMBER OF PAGES IN CATEGORY
	UP TO 50 COPIES	51 TO 100 COPIES	101 TO 250 COPIES	OVER 250 COPIES		
UP TO 8 SHEETS						
9 TO 12 SHEETS						
13 TO 24 SHEETS						
OVER 24 SHEETS						

ANNUAL PLANT INVENTORY

JCP FORM NO. 6 (Rev. 5-45)

Department headquarters shall submit one copy to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year. List all printing, binding, and related or auxiliary equipment in the plant. Use additional sheets if necessary.

THIS FORM IS FOR THE USE OF ALL AUTHORIZED PRINTING PLANTS

[illegible]

Encl (6) to COMDTINST M5600.6A

ANNUAL INVENTORY OF STORED EQUIPMENT

JCP FORM NO. 4 (Rev. 5-65)

Department headquarters shall submit one copy to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year. List all printing, binding, and related or auxiliary equipment on hand, in storage depots, warehouses, etc., not inventoried in a plant. Use additional sheets if necessary.

[illegible]

*Condition: N=new E=excellent, G=good, F=fair, P=poor, U=unserviceable.

16-5891-1 U S GOVERNMENT PRINTING OFFICE

Encl (7) to COMDTINST M5600.6A

EXCESS EQUIPMENT DISPOSAL REPORT

JCP FORM NO. 7 (Rev. 12-72)

Department headquarters shall submit one copy of this form to the Joint Committee on Printing within 30 days after completion of disposal action. Equipment shall be reported on this form in accordance with procedures contained in paragraph 10, JCP Regulations.

NAME OF DEPARTMENT OR AGENCY		NAME AND LOCATION OF PLANT OR INSTALLATION WHERE EQUIPMENT WAS USED OR STORED				JCP AUTHORIZATION NO., IF PLANT	
DESCRIPTION <small>Group and identify by type of machinery in the following order: Composing, typesetting, printing presses, binding, and related equipment.</small>		AGE	CONDI- TION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE
							\$

SIGNATURE <small>(Designated Official)</small>	TITLE	DATE SUBMITTED
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*Condition. N-New E-Excellent G-Good F-Fair P-Poor U-Unsatisfactory.

16-7023-4 U S GOVERNMENT PRINTING OFFICE

DEPARTMENT OF TRANSPORTATION

Duplicating/Copying Equipment Inventory

ADMINISTRATION			REPORTING OFFICE/FACILITY				SIGNATURE		DATE	
Bldg & Rm No	Manufacturer	Model No	Accessories	Serial Number	Date Installed	Owned	Leased	Pricing Plan	Average Monthly Vol	Phone

ENC1 (8) TO COMDTINST M5600.6A

DEPARTMENT OF TRANSPORTATION

Duplicating/Copying Equipment Inventory

Encl (8) to COMDTINST M5600.6A

ADMINISTRATION				REPORTING OFFICE/FACILITY			SIGNATURE	DATE		
Bldg & Rm No	Manufacturer	Model No	Accessories	Serial Number	Date Installed	Owned	Leased	Pricing Plan	Average Monthly Vol	Phone

Printing/Publishing Production Projections

Site

Contact

Phone (FIS)

Activity	Past FY	Plan FY	Plan FY	Out-Years	
				FY	FY
IM-House Printing/Duplicating					
Production Units					
GPO/RPPO Activities					
Actual Jobs					
Direct Commercial Procurement (JCP Form No. 2)					
Actual Jobs					

Encl (9) to COMDTINST M5600.6A

DOT/JCP
Form 1

**New Equipment Acquisitions
Fiscal Year**

Site	Contact	Phone FTS	Equipment Type Generic Description	Purpose Describe Functions	Cost Identify Lease Or Purchase	Justification Include Projected Cost Avoidances

Encl (9) to COMDTINST M5600.6A

CH-1

DOT JCP
Form 2

New Technology Applications

Fiscal Year

Contact

Phone FTS

Site

Project	Technology To Be Utilized	Cost and Projected Cost Avoidances	Impact on Future Operations

Encl (9) to COMDTINSR M5600.6A

CH-1

DOT JCF
Form 3

Projected Printing/Duplicating

Contact

Phone FTS

Site

Publications Categories	Report Number of Jobs				Out-Year	
	Past FY	Plan FY	Plan FY	Plan FY	FY	FY
Scientific and Technical						
Public Communications						
Administrative						
Statistical						

Encl (9) to COMDTINST M5600.6A

CH-1

DOT/JCP
Form 4